

ABANDONED PROPERTY MANUAL



October 2011

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GENERAL INFORMATION

This manual outlines the requirements that a towing company, landowner, or municipality/county must follow in order to remove, title and/or sell abandoned property (ABV).

DEFINITIONS

Abandoned property (ABV) is defined as any unattended motor vehicle, trailer, ATV, outboard motor, or vessel, whether or not operational, that is removed (or subject to removal) from public or private property.

INTRODUCTION

A **towing company** is defined as any person or entity which tows, removes, or stores abandoned property.

An **out-of-state ABV** that is sold to a Missouri resident and is towed in accordance with that state's abandoned motor vehicle procedures must have a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) completed by the Missouri State Highway Patrol (MSHP) or St. Louis City/County Auto Theft Unit.

Out-of-state ABVs will be issued Missouri titles with a "Prior Salvage" brand or if the inspection shows the vehicle in a junk condition, a junking certificate will be issued.



TOW COMPANIES



AUTHORIZATION AND REMOVAL WITH LAW ENFORCEMENT: PUBLIC PROPERTY

Any person who knowingly violates any provision of [Sections 304.154 to 304.158, RSMo](#), will be guilty of a “Class A” misdemeanor. Any violation of [Section 304.158, RSMo](#), will constitute a violation of the provision of [Section 407.020, RSMo](#), which may result in the revocation or suspension of the registration or license of the towing company.

Law enforcement may authorize a towing company to remove an ABV when:

- ✓ Left on the right-of-way of any interstate/state highway or freeway in:
 - An urbanized area, left unattended for ten hours or after four hours if law enforcement determines the ABV is a serious hazard to other motorists; or
 - Outside an urbanized area, left unattended for 24 hours or after four hours if law enforcement determines the ABV is a serious hazard to other motorists.
- ✓ Left on any highway or bridge that obstructs the normal movement of traffic, and there is no indication immediate removal of the ABV is being arranged;
- ✓ Reported stolen or taken without consent of the owner;
- ✓ The person operating the ABV is arrested, taken into custody, and/or unable to arrange for timely removal;
- ✓ The owner has outstanding traffic/parking violations related to any other state law or local ordinance;
- ✓ Left unattended and is violating state law or local ordinance, at which signs are posted giving notice of the law or where the violation causes a safety hazard;
- ✓ Left on Missouri waters where it is obstructing the normal movement/traffic, is unattended for more than ten hours, or floating loose on the water; or
- ✓ The person operating such property or vehicle eludes arrest for an alleged offense for which the officer would have taken the offender into custody.

The Missouri Department of Transportation (MoDOT) may immediately remove any ABV (or its cargo) that is creating a traffic hazard on any state highway (i.e. abandoned, unattended, wrecked, burned, or partially dismantled property, spilled cargo or other personal property).

Commercial motor vehicles (CMVs) not hauling waste designated as hazardous under [USC 49 5103\(a\)](#), may only be moved after the owner or their representative) has had a reasonable opportunity to contact a towing company of their choosing.

**AUTHORIZATION
AND REMOVAL
WITH LAW
ENFORCEMENT:
PRIVATE
PROPERTY**

ABVs may be removed at the request of the owner, lessee, or property/security manager of the private property when ABV is on his/her property without consent by contacting any member of law enforcement within his or her jurisdiction. Law enforcement may authorize a towing company to remove the ABV when:

- ✓ Left unattended for more than 48 hours;
- ✓ After four hours a law enforcement officer determines that the ABV is a serious hazard to other motorists; or
- ✓ It is a safety hazard or interferes with the use of the private property as determined by a law enforcement officer.



Any local government agency may authorize the towing of motor vehicles from private property for vehicles that are junk, scrapped, disassembled, or otherwise harmful to the public health under local ordinance.

**TOWING/
REMOVAL
REQUIREMENTS
WITH LAW
ENFORCEMENT**

1. A completed and signed *Crime Inquiry and Inspection Report/Authorization to Tow* (Form-4569) ([Exhibit G](#)), which must include:
 - ✓ The reason for the tow;
 - ✓ The site from which the vehicle was towed; and
 - ✓ Name of the authorizing agency.
 - If the tow was law enforcement authorized due to an accident, law enforcement must complete Form-4569 ([Exhibit G](#)) **within five (5) days of the accident** (if not completed at the time of the tow).
 - Local/state/federal government agencies (excluding law enforcement) must submit the completed Form-4569 ([Exhibit G](#)) to the Missouri State Highway Patrol (MSHP) or the Missouri State Water Patrol (MSWP) **within two (2) hours of the tow**.
2. The law enforcement agency that authorizes the tow or was properly notified by a government agency of the tow must:
 - ✓ Inquire with the *National Crime Information Center* (NCIC) and the statewide law enforcement computer system to determine if the ABV was reported stolen;
 - ✓ Enter the ABV information in the *Missouri Uniform Law Enforcement System* (MULES);
 - Send written notification of the tow to the registered owner and any lienholder on record, within five (5) days of the tow, which includes:
 - A statement to indicate the property was towed;
 - Reason/grounds for removal/towing; and
 - The location at which the ABV is being stored.
 - ▲ **Note:** *If a government agency authorized the tow of the ABV, written notification must be sent by that government agency.*
 - ▲ A copy of the written notification must be given to the operator of the storage facility in which the ABV is stored.

**AUTHORIZATION
AND REMOVAL
WITHOUT LAW
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PROPERTY**

3. Tow companies with online access to the Department's records must check for owner and lienholder information when an ABV has not been claimed within ten days of the tow.
 - ✓ If an owner or lienholder cannot be located using the online record lookup, the tow company must send a copy of the completed "**No Record**" screen from the search ([Exhibit B](#)) and a copy of the Form-4569 ([Exhibit G](#)) to the Department.
 - ✓ Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten (10) days.

Note: *If the ABV is not claimed after ten days and the tow company does not have access to online records, the law enforcement agency must forward Form-4569 ([Exhibit G](#)) to the Department.*



When present, the owner, lessee, or property/security manager of the private property (must be a full-time employee of the business entity) may authorize an ABV be removed without law enforcement authorization when parked in a restricted/assigned area when:

- ✓ A sign (not less than 17" X 22" in size) is displayed in plain view of all entrances to the property. The sign must:
 - Contain lettering not less than one inch in height;
 - Prohibit public parking and indicate that unauthorized ABVs will be removed at the owner's expense;
 - Disclose the maximum fee for all charges related to towing and storage; and
 - Contain the telephone number of the local law enforcement agency or a 24-hour emergency hotline, which the owner of the ABV may call to receive information regarding the location of the towed ABV.
- ✓ The ABV is left unattended on **owner-occupied residential property** with four residential units or less, the appropriate law enforcement agency has been notified, and **ten hours** have elapsed since that notification; or
- ✓ The ABV is left unattended on **private property**, the appropriate law enforcement agency has been notified, and **96 hours** has elapsed since that notification.
- ✓ A general agreement between a business/individual and a towing company to tow vehicles at their discretion is not acceptable, except in the case of an ABV parked within 15 feet of a fire hydrant or in a fire lane designated by a Fire Department or the State Fire Marshall.

Any city, town, or village may prohibit by ordinance, the storage of inoperable vehicles or other vehicles deemed to constitute a public safety hazard. This does not apply to a vehicle which is:

- ✓ Completely enclosed within a locked building/fenced area and not visible from adjacent public/private property; or

**TOWING/
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- ✓ On the property of a business licensed as salvage, swap, junk dealer, towing, or storage facility provided the business is operated in compliance with its business license and the property in compliance with applicable zoning ordinances.
1. The owner, lessee, or property/security manager of private property that requests an ABV be towed (without law enforcement authorization) must complete an *Abandoned Property Report* ([Form-4669](#)) ([Exhibit J](#)) **at the time of tow**;
 - ✓ The [Form-4669](#) ([Exhibit J](#)) will be considered a legal declaration subject to criminal penalty pursuant to [Section 575.060, RSMo](#).
 2. A copy of [Form-4669](#) ([Exhibit J](#)) must be delivered to the jurisdictional law enforcement agency from which the ABV was towed within two (2) hours if the tow was made from a location displaying a sign (or delivered within 24 hours of the tow if no sign is displayed;
 3. A towing company with online access may inquire to determine the owner and/or lienholder of an ABV, in order to send written notification of the tow to both the owner and lienholder within five (5) working days of the tow. The towing company must send written notification of the tow to the registered owner and any lienholder, which includes:
 - ✓ A statement to indicate the property was towed;
 - ✓ Reason/grounds for removal/towing; and
 - ✓ The location at which the ABV is being stored.
 - A copy of the written notification must be given to the operator of the storage facility in which the ABV is stored.
 - **Note:** *If the towing company does not have online access to the Department's records, they must obtain the name of the owner/lienholder from the law enforcement section of the [Form-4669](#) ([Exhibit J](#)).*
 4. Any towing company without online access to Department records and in possession of an ABV that remains unclaimed after ten (10) days must notify the law enforcement agency by submitting:
 - ✓ An *Abandoned Property Report* ([Form-4669](#)) ([Exhibit J](#)). Upon receipt, law enforcement must:
 - Inquire with the *National Crime Information Center* (NCIC) and the statewide law enforcement computer system to determine if the ABV was reported stolen;
 - Enter the ABV information in the *Missouri Uniform Law Enforcement System* (MULES);
 - Complete and sign the law enforcement section of [Form-4669](#) ([Exhibit J](#)); and
 - Provide the tow company with a signed copy of [Form-4669](#) ([Exhibit J](#)).

**TOW COMPANY
REQUIREMENTS/
FEES FOR
TITLING ABVS**

Note: *If the ABV is not claimed after ten days and the tow company does not have access to the Department's online records, the law enforcement agency must forward [Form-4669](#) ([Exhibit J](#)) to the Department*

1. Copy of the online record search listing the owner/lienholder (or copy of the Department issued notification letter ([Exhibit A](#)), completed and signed. *Effective February 1, 2010, all owners and lien holders shown on the online record search or Department notification record must be notified by certified mail. The record search and notification letter may include owner and lienholder information from title, reject, notice of lien (NOL), or notice of sale (NOS) system.*
2. Properly completed title application in the towing company's name and signed by an authorized tow company agent, with applicable title type checked:
 - ✓ *Application for Missouri Title and License* ([Form-108](#));or
 - ✓ *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form-93](#)).
3. *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) or *Boat/Vessel or Outboard Motor Affidavit of Inspection* (Form-798) ([Exhibit H](#)), if applicable (**when applying for "Original" title only**), which must be dated within six (6) months of the application;
 - ✓ Current or estimated mileage is required for vehicles less than ten (10) years old.
4. **Notarized Abandoned Property Affidavit** ([Form-4576](#)) ([Exhibit K](#));
5. A copy of the applicable tow report which includes:
 - ✓ Year/Make/Model/VIN
 - ✓ License plate number and state of issuance
 - ✓ Storage location of the towed property
 - ✓ Tow company's name/address/telephone number
 - ✓ Date and reason for the tow
 - ✓ Location from which property was towed
 - ✓ Description of any damage to the property
 - ✓ Dated law enforcement computer inquiry verification
 - ✓ Odometer reading* (if available)
 - ✓ Printed name and signature of the tow operator

** If mileage cannot be obtained, note it is an estimate and include the reason for the estimation (i.e. fire, inoperable digital dash).*



Private/Public Property Tows Authorized by Law Enforcement or a Government Agency must submit a *Crime Inquiry and Inspection Report/Authorization to Tow* (Form-4569) ([Exhibit G](#)) or *Vehicle Record* (SHP-29F) ([Exhibit C](#)) completed by the MSHP/MSWP which also includes:

- The name of law enforcement agency authorizing the tow; and
- The printed name and signature of the law enforcement officer authorizing the tow.

Private Property Tows with Property Owner/Lessee Authorization

(without law enforcement) must provide an *Abandoned Property Report* ([Form-4669](#)) ([Exhibit J](#)) completed by the property owner/lessee or agent, towing company, and law enforcement, which also includes:

- The printed name and signature of the property owner/lessee, agent, or security manager;
 - The name/address/telephone number of the law enforcement agency notified of the tow;
 - Date and time law enforcement was notified of the tow; and
 - Printed name and signature of law enforcement officer completing [Form-4669](#) ([Exhibit J](#)).
6. A copy of the *Vehicle Owner/Lienholder Notification* ([Form-4577](#)) ([Exhibit L](#)) sent by certified mail to all owners/lienholders of the ABV. If returned, the towing company must certify that a good faith effort to locate the owner/lienholder was made.
- ✓ In order to comply with this requirement, [Form-4576](#) ([Exhibit K](#)) may be completed and submitted with the title application.
7. A legible copy of the certified mail receipt (green card) ([Exhibit D](#)), returned envelope, or *Track and Confirm Screen* from USPS web site ([Exhibit E](#)) with postal receipts (*the screen print must show the letter was delivered or returned to the sender*); and
8. No title/processing fee or sales tax is due.

Tow Company Abandoned Property Checklist

- ☐ *Application for Missouri Title and License* ([Form-108](#)) in Towing Company's name marked original, salvage or junk.
- ☐ Copy of the online record search or notice the Motor Vehicle Bureau issued to the tow company informing the tower of the latest owner/lienholder information.
- ☐ *Abandoned Property Affidavit* ([Form-4576](#)) completed, signed and notarized.
- ☐ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes:
 - ✓ Legible copy of signed certified card.
 - ✓ Legible copy of the envelope that was returned to sender.
 - ✓ Legible copy of the postal receipt showing the addressee's name and address along with a printout from the United States Post Office's Track & Confirm web site indicating the certified letter was delivered or was returned to the sender.
- ☐ The *Vehicle Owner and Lienholder Notification Letter* ([Form-4577](#)) that was mailed by certified mail to all owner(s) and lienholder(s).
- ☐ A legible copy of the signed tow report authorizing the tow.
- ☐ *Crime Inquiry & Inspection Report* (Form-4569) ([Exhibit G](#)) when the tow is authorized by a law enforcement officer or Missouri Highway Patrol officers may use tow report form SHP-29F ([Exhibit C](#)).
- ☐ *Abandoned Property Report* ([Form-4669](#)) when the tow was authorized by the property owner, lessee, property manager or security manager.
- ☐ Appropriate inspection:
 - ✓ For an original motor vehicle title, a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
 - ✓ For a salvage motor vehicle title, a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
 - ✓ For a junking certificate *Application For Vehicle/Trailer Identification Number Plate or Verification* (Form-5062) ([Exhibit I](#)) inspected by any law enforcement, must be used.
 - ✓ Boats, outboard motors, and/or boat trailers may use a (Form-798) ([Exhibit H](#)) completed by the Missouri State Water Patrol (MSWP).
 - ✓ Trailers may use a (Form-5062) ([Exhibit I](#)) as the inspection.



PRIVATE LANDOWNER(S)

AUTHORIZATION FOR REMOVAL WITH LAW ENFORCEMENT

ABVs may be removed at the request of the owner, lessee, or property/security manager of the private property when ABV is on his/her property without consent by contacting any member of law enforcement within is or her jurisdiction. Law enforcement may authorize a towing company to remove the ABV when:

- ✓ Left unattended for more than 48 hours;
- ✓ After four hours a law enforcement officer determines that the ABV is a serious hazard to other motorists; or
- ✓ It is a safety hazard or interferes with the use of the private property as determined by a law enforcement officer.

Any local government agency may authorize the towing of motor vehicles from private property for vehicles that are junk, scrapped, disassembled, or otherwise harmful to the public health under local ordinance.

TOWING/ REMOVAL REQUIREMENTS WITH LAW ENFORCEMENT

1. A completed and signed *Crime Inquiry and Inspection Report/Authorization to Tow* (Form-4569) ([Exhibit G](#)), which must include:
 - ✓ The reason for the tow;
 - ✓ The site from which the vehicle was towed; and
 - ✓ Name of the authorizing agency.
 - If the tow was law enforcement authorized due to an accident, law enforcement must complete Form-4569 ([Exhibit G](#)) **within five (5) days of the accident** (if not completed at the time of the tow);
 - Local/state/federal government agencies (excluding law enforcement) must submit the completed Form-4569 ([Exhibit G](#)) to the Missouri State Highway Patrol (MSHP) or the Missouri State Water Patrol (MSWP) **within two (2) hours of the tow**.
2. The law enforcement agency that authorizes the tow or was properly notified by a government agency of the tow must:
 - ✓ Inquire with the *National Crime Information Center* (NCIC) and the statewide law enforcement computer system to determine if the ABV was reported stolen; Enter the ABV information in the *Missouri Uniform Law Enforcement System* (MULES);
 - Send written notification of the tow to the registered owner and any lienholder on record, within five (5) days of the tow, which includes:
 - A statement to indicate the property was towed;
 - Reason/grounds for removal/towing; and
 - The location at which the ABV is being stored.

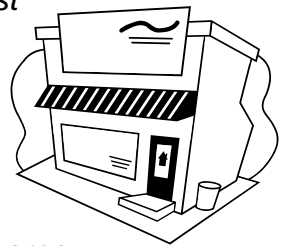
Note: If a government agency authorized the tow of the ABV, written notification must be sent by that government agency.

A copy of the written notification must be given to the operator of the storage facility in which the ABV is stored.

3. Tow companies with online access to the Department's records must check for owner and lienholder information when an ABV has not been claimed within ten days of the tow;

- ✓ If an owner or lienholder cannot be located using the online record lookup, the tow company must send a copy of the completed "**No Record**" screen from the search ([Exhibit B](#)) and a copy of the Form-4569 ([Exhibit G](#)) to the Department.
- ✓ Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten (10) days.

Note: If the ABV is not claimed after ten days and the tow company does not have access to online records, the law enforcement agency must forward Form-4569 ([Exhibit G](#)) to the Department.



AUTHORIZATION AND REMOVAL WITHOUT LAW ENFORCEMENT

When present, the owner, lessee, or property/security manager of the private property (must be a full-time employee of the business entity) may authorize an ABV be removed without law enforcement authorization when parked in a restricted/assigned area when:

- ✓ A sign (not less than 17" X 22" in size) is displayed in plain view of all entrances to the property. The sign must:
 - Contain lettering not less than one inch in height;
 - Prohibit public parking and indicate that unauthorized ABVs will be removed at the owner's expense;
 - Disclose the maximum fee for all charges related to towing and storage; and
 - Contain the telephone number of the local law enforcement agency or a 24-hour emergency hotline, which the owner of the ABV may call to receive information regarding the location of the towed ABV.
- ✓ The ABV is left unattended on **owner-occupied residential property** with four residential units or less, the appropriate law enforcement agency has been notified, and **ten hours** have elapsed since that notification; or
- ✓ The ABV is left unattended on **private property**, the appropriate law enforcement agency has been notified, and **96 hours** has elapsed since that notification.
- ✓ A general agreement between a business/individual and a towing company to tow vehicles at their discretion is not acceptable, except in the case of an ABV parked within 15 feet of a fire hydrant or in a fire lane designated by a Fire Department or the State Fire Marshall.

**TOWING/
REMOVAL
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Any city, town, or village may prohibit by ordinance, the storage of inoperable vehicles or other vehicles deemed to constitute a public safety hazard. This does not apply to a vehicle which is:

- ✓ Completely enclosed within a locked building/fenced area and not visible from adjacent public/private property; or
- ✓ On the property of a business licensed as salvage, swap, junk dealer, towing, or storage facility provided the business is operated in compliance with its business license and the property in compliance with applicable zoning ordinances.

1. The owner, lessee, or property/security manager of private property that requests an ABV be towed (without law enforcement authorization) must complete a *Abandoned Property Report* ([Form-4669](#)) ([Exhibit J](#)) **at the time of tow**;
 - ✓ The [Form-4669](#) ([Exhibit J](#)) will be considered a legal declaration subject to criminal penalty pursuant to [Section 575.060, RSMo](#).
2. A copy of [Form-4669](#) ([Exhibit J](#)) must be delivered to the jurisdictional law enforcement agency from which the ABV was towed within two (2) hours if the tow was made from a location displaying a sign (or delivered within 24 hours of the tow if no sign is displayed);
3. A towing company with online access may inquire to determine the owner and/or lienholder of an ABV, in order to send written notification of the tow to both the owner and lienholder within five (5) working days of the tow. The towing company must send written notification of the tow to the registered owner and any lienholder, which includes:
 - ✓ A statement to indicate the property was towed;
 - ✓ Reason/grounds for removal/towing; and
 - ✓ The location at which the ABV is being stored.
 - A copy of the written notification must be given to the operator of the storage facility in which the ABV is stored.

Note: *If the towing company does not have online access to the Department's records, they must obtain the name of the owner/lienholder from the law enforcement section of the [Form-4669](#) ([Exhibit J](#)).*

4. Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten (10) days; and
5. An *Abandoned Property Report* ([Form-4669](#)) ([Exhibit J](#)) must be submitted to law enforcement from the tow company. Upon receipt, law enforcement must:
 - ✓ Inquire with the *National Crime Information Center* (NCIC) and the statewide law enforcement computer system to determine if the ABV was reported stolen;
 - ✓ Enter the ABV information in the *Missouri Uniform Law Enforcement System* (MULES);

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- ✓ Complete and sign the law enforcement section of [Form-4669 \(Attachment J\)](#); and
- ✓ Provide the tow company with a signed copy of [Form-4669 \(Attachment J\)](#).

Note: *If the ABV is not claimed after ten days and the tow company does not have access to the Department's online records, the law enforcement agency must forward [Form-4669 \(Attachment J\)](#) to the Department.*

1. Properly completed title application in the landowner's name:
 - ✓ *Application for Missouri Title and License* ([Form-108](#)); or
 - ✓ *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form-93](#)).
2. A signed statement or *General Affidavit* ([Form-768](#)) which contains the following:
 - ✓ The circumstances by which the ABV came into the landowner's possession;
 - ✓ The landowner's name;
 - ✓ Location of the ABV (physical street address and city);
 - ✓ Description of the ABV (include the year, make, and VIN/HIN); and
 - ✓ Retail/fair market value of the ABV.
3. The appropriate inspection:
 - ✓ **Original Title for a Vehicle/ATV/Trailer** - *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) completed by the MSHP or St. Louis Auto Theft Unit and dated within six (6) months of application for title;
 - ✓ **Salvage Title on a Vehicle/ATV/Trailer** - *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) completed by **any** law enforcement officer and dated within six (6) months of application for title;
 - *Application For Vehicle/Trailer Identification Number Plate or Verification* (Form-5062) ([Exhibit I](#)) may be completed for a salvage title for a trailer only in lieu of Form-551 ([Exhibit F](#)).
 - ✓ **Junking Certificate on a Vehicle/ATV/Trailer** – *Application for Vehicle/Trailer Identification Number Plate or Verification* (Form-5062) ([Exhibit I](#)) completed by **any** law enforcement officer; or
 - ✓ **Boat/Outboard Motor/Boat Trailer** - *Boat/Vessel or Outboard Motor Affidavit of Ownership and Inspection* (Form-798) ([Exhibit H](#)) inspected by the MSWP.
4. A copy of the 30-day *Notice To Owner(s) and/or Lienholder(s) Regarding Abandoned Vehicle, Boat, Motor, Trailer, and/or All-Terrain Vehicle(s)* ([Form-5227](#)) (sent by certified mail to all owners/lienholders of the ABV;

5. A legible copy of the certified mail receipt (green card) ([Exhibit D](#)) that is at least 30 days old to indicate the owner/lienholder was notified as required by law; and
 - ✓ If returned, a copy of the envelope stamped "Returned to Sender" must be submitted.
6. Applicable title, processing fee(s) and state/local tax, based upon fair market value of ABV.
 - ✓ Junking Certificates require processing fees only and are exempt from tax and title fees.
 - ✓ Title penalties **do not** apply.

Landowner Abandoned Property Checklist



- ☐ *Application for Missouri Title and License* ([Form-108](#)) in landowner's name marked original, salvage or junk.
- ☐ A landowner statement or *General Affidavit* ([Form-768](#)) completed and signed.
- ☐ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes:
 - ✓ Legible copy of signed certified card.
 - ✓ Legible copy of the envelope that was returned to sender.
 - ✓ Legible copy of the postal receipt showing the addressee's name & address along with a printout from the United States Post Office's Track & Confirm web site indicating the certified letter was delivered or was returned to the sender.
- ☐ A copy of the notification letter that was mailed by certified mail to all owner(s) and lienholder(s). The letter must include that the vehicle owner/lienholder has the right to protest the abandoned vehicle title in the circuit court of the county where the abandoned property is located.
- ☐ Appropriate inspection:
 - ✓ For an original title, a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) completed by an authorized Missouri Highway Patrol Inspector;
 - ✓ Boats, outboard motors, and/or boat trailers may use a (Form-798) ([Exhibit H](#)) completed by the Missouri State Water Patrol (MSWP).
 - ✓ Trailers may use a (Form-5062) ([Exhibit I](#)) as the inspection.
 - ✓ For a salvage title, a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) completed by any law enforcement officer;
 - ✓ For a junking certificate an *Application for Vehicle/Trailer Identification Number Plate or Verification* (Form-5062) ([Exhibit I](#)) completed by any law enforcement officer.
- ☐ Title fee, state tax, local taxes, and processing fee are due on the value of the vehicle indicated on the landowner's statement or general affidavit for an original or salvage title.
- ☐ Only a process fee is due for a junking certificate.

MUNICIPALITIES/COUNTIES

AUTHORIZATION FOR REMOVAL WITH LAW ENFORCEMENT

ABVs may be removed at the request of the owner, lessee, or property/security manager of the private property when ABV is on his/her property without consent by contacting any member of law enforcement within his/her jurisdiction. Law enforcement may authorize a towing company to remove the ABV when:

- ✓ Left unattended for more than 48 hours;
- ✓ After four hours a law enforcement officer determines that the ABV is a serious hazard to other motorists; or
- ✓ It is a safety hazard or interferes with the use of the private property as determined by a law enforcement officer.

Any local government agency may authorize the towing of motor vehicles from private property for vehicles that are junk, scrapped, disassembled, or otherwise harmful to the public health under local ordinance.

TOWING/ REMOVAL REQUIREMENTS WITH LAW ENFORCEMENT

1. A completed and signed *Crime Inquiry and Inspection Report/Authorization to Tow* (Form-4569) ([Exhibit G](#)), which must include:
 - ✓ The reason for the tow;
 - ✓ The site from which the vehicle was towed; and
 - ✓ Name of the authorizing agency.
 - If the tow was law enforcement authorized due to an accident, law enforcement must complete Form-4569 ([Exhibit G](#)) **within five (5) days of the accident** (if not completed at the time of the tow).
 - Local/state/federal government agencies (excluding law enforcement) must submit the completed Form-4569 ([Exhibit G](#)) to the Missouri State Highway Patrol (MSHP) or the Missouri State Water Patrol (MSWP) **within two (2) hours of the tow**.
2. The law enforcement agency that authorizes the tow or was properly notified by a government agency of the tow must:
 - ✓ Inquire with the *National Crime Information Center* (NCIC) and the statewide law enforcement computer system to determine if the ABV was reported stolen;
 - ✓ Enter the ABV information in the *Missouri Uniform Law Enforcement System* (MULES); and
 - ✓ Send written notification of the tow to the registered owner and any lienholder on record, within five (5) days of the tow, which includes:
 - ✓ A statement to indicate the property was towed;



- ✓ Reason/grounds for removal/towing; and
- ✓ The location at which the ABV is being stored.

Note: *If a government agency authorized the tow of the ABV, written notification must be sent by that government agency.*

A copy of the written notification must be given to the operator of the storage facility in which the ABV is stored.

3. Tow companies with online access to the Department's records must check for owner and lienholder information when an ABV has not been claimed within ten days of the tow.
 - ✓ If an owner or lienholder cannot be located using the online record lookup, the tow company must send a copy of the completed "**No Record**" screen from the search ([Exhibit B](#)) and a copy of the Form-4569 ([Exhibit G](#)) to the Department.
 - ✓ Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten (10) days.

Note: *If the ABV is not claimed after ten days and the tow company does not have access to online records, the law enforcement agency must forward Form-4569 ([Exhibit G](#)) to the Department.*

AUTHORIZATION AND REMOVAL WITHOUT LAW ENFORCEMENT

When present, the owner, lessee, or property/security manager of the private property (must be a full-time employee of the business entity) may authorize an ABV be removed without law enforcement authorization when parked in a restricted/assigned area when:

- ✓ A sign (not less than 17" X 22" in size) is displayed in plain view of all entrances to the property. The sign must:
 - Contain lettering not less than one inch in height;
 - Prohibit public parking and indicate that unauthorized ABVs will be removed at the owner's expense;
 - Disclose the maximum fee for all charges related to towing and storage; and
 - Contain the telephone number of the local law enforcement agency or a 24-hour emergency hotline, which the owner of the ABV may call to receive information regarding the location of the towed ABV.
- ✓ The ABV is left unattended on **owner-occupied residential property** with four residential units or less, the appropriate law enforcement agency has been notified, and **ten hours** have elapsed since that notification; or
- ✓ The ABV is left unattended on **private property**, the appropriate law enforcement agency has been notified, and **96 hours** has elapsed since that notification.
- ✓ A general agreement between a business/individual and a towing company to tow vehicles at their discretion is not acceptable, except in the case of an ABV parked within 15 feet of a fire hydrant or in a fire lane designated by a Fire Department or the State Fire Marshall.

TOWING/ REMOVAL REQUIREMENTS WITHOUT LAW ENFORCEMENT

Any city, town, or village may prohibit by ordinance, the storage of inoperable vehicles or other vehicles deemed to constitute a public safety hazard. This does not apply to a vehicle which is:

- ✓ Completely enclosed within a locked building/fenced area and not visible from adjacent public/private property; or
- ✓ On the property of a business licensed as salvage, swap, junk dealer, towing, or storage facility provided the business is operated in compliance with its business license and the property in compliance with applicable zoning ordinances.

1. The owner, lessee, or property/security manager of private property that requests an ABV be towed (without law enforcement authorization) must complete an *Abandoned Property Report* ([Form-4669](#)) ([Exhibit J](#)) **at the time of tow**;
 - ✓ The [Form-4669](#) ([Exhibit J](#)) will be considered a legal declaration subject to criminal penalty pursuant to [Section 575.060, RSMo](#).
2. A copy of [Form-4669](#) ([Exhibit J](#)) must be delivered to the jurisdictional law enforcement agency from which the ABV was towed within two (2) hours if the tow was made from a location displaying a sign (or delivered within 24 hours of the tow if no sign is displayed);
3. A towing company with online access may inquire to determine the owner and/or lienholder of an ABV, in order to send written notification of the tow to both the owner and lienholder within five (5) working days of the tow. The towing company must send written notification of the tow to the registered owner and any lienholder, which includes:
 - ✓ A statement to indicate the property was towed;
 - ✓ Reason/grounds for removal/towing; and
 - ✓ The location at which the ABV is being stored.
 - A copy of the written notification must be given to the operator of the storage facility in which the ABV is stored.
 - **Note:** *If the towing company does not have online access to the Department's records, they must obtain the name of the owner/lienholder from the law enforcement section of the [Form-4669](#) ([Exhibit J](#)).*
4. Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten (10) days; and
5. An *Abandoned Property Report* ([Form-4669](#)) ([Exhibit J](#)) must be submitted to law enforcement from the tow company. Upon receipt, law enforcement must:
 - ✓ Inquire with the *National Crime Information Center* (NCIC) and the statewide law enforcement computer system to determine if the ABV was reported stolen;
 - ✓ Enter the ABV information in the *Missouri Uniform Law Enforcement System* (MULES);

**MUNICIPALITY
AND COUNTY
REQUIREMENTS/
FEES FOR
TITLING ABVS**

- ✓ Complete and sign the law enforcement section of [Form-4669 \(Exhibit J\)](#); and
- ✓ Provide the tow company with a signed copy of [Form-4669 \(Exhibit J\)](#).

Note: *If the ABV is not claimed after ten days and the tow company does not have access to the Department's online records, the law enforcement agency must forward [Form-4669 \(Exhibit J\)](#) to the Department.*

1. Properly completed title application in the purchaser's name, with the applicable title type marked:
 - ✓ *Application for Missouri Title and License* ([Form-108](#)); or
 - ✓ *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form-93](#)).
2. An *Abandoned Property Bill of Sale* ([Form-4579](#)) from the municipality or county who sold the ABV, which indicates:
 - ✓ If the vehicle was sold for junk, salvage or rebuilding;
 - ✓ Purchaser and seller's name and address;
 - ✓ Year, make, model, and VIN/HIN of ABV;
 - ✓ Date of sale and purchase price;
 - ✓ Odometer reading* (if applicable);
 - ✓ Printed name and signature of the buyer; and
 - ✓ Printed name and signature of the municipal/county clerk or deputy, stamped with the official municipal/county seal.



**Municipality/county must provide odometer disclosure on vehicles less than ten years old, unless otherwise exempt using [Form-4579](#).*

3. *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)), if applicable (**when applying for "Original" title only**); and
4. Applicable title and processing fee(s) and state/local tax.
 - ✓ Junking Certificates require processing fees only and are exempt from tax and title fees.
 - ✓ Title penalties **do not** apply.

Vehicles Sold on an Abandoned Property Bill of Sale Checklist



- ☐ *Application for Missouri Title and License* ([Form-108](#)) marked original, salvage or junk. The name(s) on the title application must match the purchaser's name(s) shown on the abandoned property bill of sale.
- ☐ The original Abandoned Property Bill of Sale. The bill of sale must include the purchaser's name and signature, sale price, date of sale, mileage, name and signature of the city/county agent, and the city/county seal.
- ☐ Title fee, state tax, local taxes, and processing fee are due for an original or salvage title.
- ☐ Only a process fee is due for a junking certificate.
- ☐ Appropriate inspection:
 - ✓ For an original motor vehicle title, a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) signed by the owner/purchaser and completed by an authorized Missouri Highway Patrol Inspector.
 - ✓ For a salvage motor vehicle title, a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
 - ✓ For a junking certificate *Application For Vehicle/Trailer Identification Number Plate or Verification* (Form-5062) ([Exhibit I](#)), inspected by any law enforcement, must be used.
 - ✓ Boats, outboard motors, and/or boat trailers may use a (Form-798) completed by the Missouri State Water Patrol (MSWP).
 - ✓ Trailers may use a (Form-5062) as the inspection.

INTERNET RECORD SEARCH



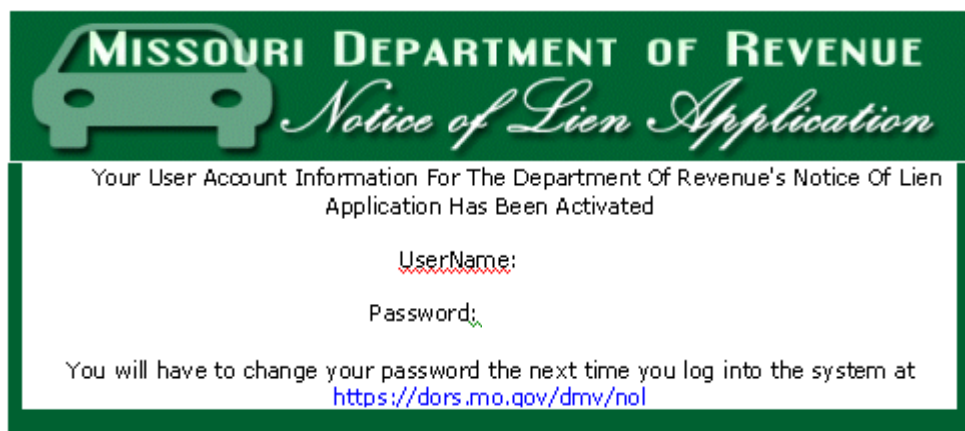
OBTAINING ACCESS TO DEPARTMENT RECORDS

To obtain access to the Department's records online you must:

1. Visit Missouri Department of Revenue's web site at <http://dorx.mo.gov/mvdl/motorv/liendeal>.
2. Click on the link "*Request for Security Access Code*" ([Form-4678](#)) to obtain an application to apply for a security access code and print the form.
3. Click on the link "*Application for Online Account*" ([Form-5017](#)) to obtain an application to apply for an online access account and print the form.
4. Complete all forms and submit to the addresses indicated on the forms.

APPLICATION APPROVAL NOTIFICATION

1. Upon approval of the security access, the Department will send written notification informing the applicant of the security access code number.
2. Upon approval of the online access, the Department will send the following email to the applicant.



Note: Due to programming restrictions, online access is currently via the Department's Notice of Lien System.

RECORD SEARCH SYSTEM LOG-IN

1. To perform record searches, log into <https://dors.mo.gov/dmv/nol>.
2. First time users: Enter your “**User Id**” and “**Password**” as indicated in the e-mail confirmation message the Department of Revenue sent to you previously. You will then be directed to change your password. The next time you login, enter your User Id and your new password. Click on “**Submit**”.

CHANGING YOUR PASSWORD

1. Enter your current password in the “*Old Password*” field;
2. Press the “**Tab**” key;
3. Enter your new password;
4. Press the “**Tab**” key again;
5. Re-enter your new password; and
6. Click on “**Submit**”.

Resetting Password – If a user forgets their password he/she must contact the account administrator to reset the password. See *Resetting User’s Password*. If the administrator forgets his/her password he/she must contact the Department at (573) 526-3669.

PERFORMING RECORD SEARCH

1. Click “**Record Lookup**” on the left hand side of the screen.

2. Enter your security access code (DPPA number) assigned to you by the Department and click **“Submit”**.

MISSOURI DEPARTMENT OF REVENUE
Notice of Lien Application

File NOL
Record Lookup
Update Institution Information
Update ACH Instructions
User Management
Change Password
View History

Please enter your DPPA Number

DPPA Number [Help](#)

3. Select a vehicle type. Enter the title/control number **or** the make, year, and VIN/HIN. Click **“Perform Lookup”**.

Notice of Lien Application

File NOL
Record Lookup
Update Institution Information
Update ACH Instructions
User Management
Change Password
View History
Contact DOR

Notice Of Lien/Title Lookup Request

Select A Vehicle Type [Help](#)

Enter Either

Title/Control Number [Help](#)

Or

Make [Help](#)

Year [Help](#)

VIN/HIN [Help](#)

RECORD SEARCH RESULTS

If available, the screen will indicate the latest owner/lienholder in the Department's records. This screen must be printed, as outlined in titling requirements.

MISSOURI DEPARTMENT OF REVENUE
Notice of Lien Application

Record Lookup Results
Title/Control Number CA575501

There is no Notice of Lien pending in the department's lien file. Check the title record for the latest lienholder information.

Title Record	
Owner Information	
Owner's Name	
Street Address	1410 SUMMIT VIEW DR
City	HOLTS SUMMIT
State	MO
Zip Code	65043
County	CALLAWAY
Vehicle Information	
Year	1991
Make	TOYT
VIN	JT4RN01P5M0018598
Vehicle Type	Truck
Title Number	CA575501
Title Issue Date	07/06/98
Title Type	Original
Horsepower	
Cylinders	
Odometer	86000
Purchase Date	06/18/97
Lienholder Information	
First Lienholder	
Lien Date	
Lienholder Name	MISSOURI STATE CREDI
Street Address	PO BOX 104118
City	JEFFERSON CITY
State	MO
Zip Code	65110

Note: No license plate or other registration information is available online.

RECORD SEARCH RESULTS NOT FOUND

If “No Record” is found, you must sign and submit a printed “Record Lookup Results” screen ([Exhibit B](#)) with the tow report to the Department of Revenue for further research.

ACCOUNT
ADMINISTRATION
INSTRUCTION

- 1. After logging into the record lookup system, click on “Update Institution Information”.
- 2. Change the required information and click on “Submit”.

File NOL

Record Lookup

Update Institution Information

User Management

Change Password

View History

Contact DOR

Step By Step Instructions

Logout

Institution Information

Please enter the institution's information below:

Institution ID Number1234-497Help

Institution NameAAA TowersHelp

Address301 W High StHelp


CityJefferson CityHelp

StateMOHelp

Zip Code65105Help

Submit

- 3. You will receive a confirmation by e-mail to inform you that the changes were made (see below):



MISSOURI DEPARTMENT OF REVENUE

Notice of Lien Application

You Have Successfully Changed The Following Information:

Institution ID Number11152-1

Institution NameJon Wayne Auto

Institution AddressPO Box 152

Institution CityJefferson City

Institution StateMO

Institution Zip Code64199

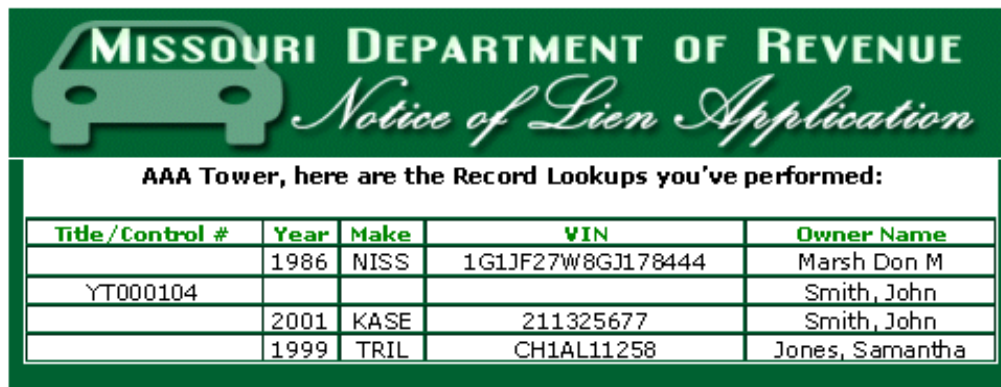
Institution DPPA NumberBA111111

Institution Microfilm Number12345678

Institution TypeBank

DAILY E-MAIL NOTIFICATION

All users and the account administrator(s) will receive a daily e-mail screen, which provides a listing of the record searches performed each day.



ADDING ACCOUNT USERS

1. After logging into the record lookup system, click on **“User Management”**. Only the account’s administrator has access to add/delete users.
2. From the drop down table, select which user you want to delete or change. To add a new user, select **“New User”** from the table and click **“Edit User”**.
3. Enter all user information requested above. Click **“Submit”** after all information is completed. **The information that you add/change will allow the user to perform record lookups. You can activate or disable the user’s access or reset the user’s password from this screen.**

Note: The *“Reset Password”* box must be checked when adding a new user.

RE-SETTING USER’S PASSWORD

To reset a user’s password, place a check mark in “Reset Password” box and click “Submit”. The user’s newly generated password will be received via e-mail.

CONTACTING THE DEPARTMENT

1. After logging into the system, click **“Contact DOR”**;
2. Select the type of assistance needed from the drop-down table and enter any comments in the e-mail content space; and
3. Click **“Submit E-mail”** and a screen will display indicating the message was sent successfully. The appropriate staff member will respond to you.

MISCELLANEOUS INFORMATION

SELLING ABVS FOR DESTRUCTION

A towing company must comply with the notification requirements outlined. The notification must indicate that any ABV remaining unredeemed after 30 days may be sold as scrap property.

The ABV may be sold to a scrap metal operator or a licensed salvage dealer for destruction on a Bill of Sale (BOS) that states the same, provided that no satisfactory arrangements have been made with the towing company for continued storage, and the owner/lienholder has not requested a hearing.

The towing company will forward a copy of the BOS provided to the scrap metal operator or licensed salvage dealer to the Department within two (2) weeks of the date of sale.

OBTAINING AN ORIGINAL TITLE PREVIOUSLY TITLED AS SALVAGE

1. Properly completed title application in the owner's name, marked **"Original"**:
 - ✓ *Application for Missouri Title and License* ([Form-108](#)); or
 - ✓ *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form-93](#)).
2. Appropriate inspection:
 - ✓ For an original motor vehicle title, a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
 - ✓ For a salvage motor vehicle title, a *Vehicle Examination Certificate* (Form-551) ([Exhibit F](#)) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
 - ✓ For a junking certificate *Application For Vehicle/Trailer Identification Number Plate or Verification* (Form-5062) ([Exhibit I](#)), inspected by any law enforcement, must be used.
 - ✓ Boats, outboard motors, and/or boat trailers may use a (Form-798) completed by the Missouri State Water Patrol (MSWP).
 - ✓ Trailers may use a (Form-5062) as the inspection.
 - ✓ Information provided in Form-551 ([Exhibit F](#)) will determine if the title is branded **"Prior Salvage"**.
3. The outstanding salvage title; and
4. Appropriate title and processing fee(s).

STOPPING AN ABV TITLE

1. The Department may recall a title which was issued in error with the approval of the Division Director and/or Department Director;
2. A tow company or vehicle owner may stop an application for ABV title if the Department is notified **prior** to title issuance; and
 - ✓ A tow company or vehicle owner (owner must have a court order to stop an ABV application) may call the Department requesting the application be stopped; however, a written statement to that effect must be mailed/faxed to the Department of Revenue, Motor Vehicle Bureau, Attention: ABV Desk, P.O. Box 2076, Jefferson City, MO 65105-2076.
3. The ABV title **will not** be voided if the stop request is received after the title has been issued.

TOWING CHARGES IMPOSED

Any municipality/county may enact ordinances specifying maximum reasonable towing, storage, and other charges that can be imposed by towing/storage companies within their jurisdiction.

A towing company may only assess reasonable storage charges for ABVs towed without the consent of the owner. Reasonable storage charges will not exceed the charges for vehicles that have been towed with the consent of the owner.

A towing company may charge no more than one-half the regular towing rate if the owner claims the ABV before it is actually towed from private property. The regular rate may be charged only after the ABV has been removed.

An owner who believes the ABV was wrongfully towed or wrongfully withheld from the owner has the right to a hearing.

PERSONAL PROPERTY WITHIN ABVS

The towing company is not required to release personal property within the ABV to the owner until reasonable or agreed to charges for recovery, transportation, or safekeeping have been paid or satisfactory arrangements for payment are agreed upon.

The towing/storage company must either release the personal property to the owner or provide an itemized receipt for the contents after allowing the owner to inspect the property.

The towing/storage company is liable for the condition and safe return of the personal property.

Any medication prescribed by a physician **must be released** to the owner upon request.

TOW COMPANY LIABILITY

The towing company is not liable for any damage caused by removal of an ABV from public property when the removal is properly authorized, except for damage caused by negligence.

A towing company that lawfully removes an ABV from private property with the written authorization of the landowner/agent (who is present at the time of the removal) is not responsible in any situation relating to the authorization of the removal. The towing company is responsible for:

- ✓ Any damage caused by the towing company to the ABV during transit or storage; **and**
- ✓ Removal of property, other than the property specified by the landowner/agent.

Damages may be recovered by the owner of the ABV from the landowner/towing company if any damages to the ABV resulted prior to or during the removal of the property.

Except for the removal of ABVs authorized by a law enforcement agency, a towing company must not remove ABVs from private property without first obtaining written authorization from the property owner/agent.

- ✓ All written authorizations must be kept on file for at least one year.
- ✓ General authorization to tow at the towing company's discretion is not acceptable, except in the case of ABVs unlawfully parked within 15 feet of a fire hydrant or in a fire lane designated by a Fire Department or the State Fire Marshall.

A towing company that fails to obtain written authorization from the property owner/agent **will be** liable to the owner of the ABV for four times the amount of the towing and storage charges, in addition to any applicable criminal penalties that may apply.

INSURANCE CLAIMS ON ABVS

If an ABV is insured and the insurer pays a total loss claim to the owner for the ABV, the insurer or lienholder must remove the property from the storage facility or make arrangements to transfer title to the towing company. Such transfer of title (subject to agreement) will completely satisfy all claims for towing and storage. The ABV must be removed or title transferred to the towing company within 30 days of the date that the insurer paid a total loss claim or is notified of the location of the ABV, whichever is the later event. Upon request, the insurer of the ABV must supply the towing company with:

- ✓ The name, address, and phone number of the insurance company and the insured; and
- ✓ A statement regarding which party is responsible for the payment of towing/storage charges under the insurance policy.

**RECORD
RETENTION
REQUIREMENTS**

Towing companies must maintain records for three (3) years on any ABV towed and not reclaimed by the owner, which contains:

- ✓ Information regarding the authorization to tow;
- ✓ Copies of correspondence with the Department; and
- ✓ Information regarding the final disposition of the ABV.

In addition, the towing company must retain for three (3) years the following for ABVs sold on a BOS (for destruction purposes only):

- ✓ Year, make, vehicle identification number (VIN), and date of sale;
- ✓ Name of the purchasing scrap metal operator or licensed salvage dealer; and
- ✓ Copies of all notification letters sent to the owners/lienholders and/or drivers.

A towing company will not remove an ABV from private property without written authorization from the property owner, except when authorized by a law enforcement agency.

- ✓ The towing company must retain all written authorizations for at least one (1) year from the date of authorization.

**OWNER/
LIENHOLDER'S
RIGHT TO A
HEARING**

An ABV owner/lienholder may file a petition with the Associate Circuit Court in the county where the ABV is stored to determine if the ABV was wrongfully taken or withheld from the owner. The petition must:

- ✓ Be filed within ten (10) days following receipt of the notification from the towing company; and
- ✓ Name the towing company/landowner among the defendants (petition may also name the agency that ordered the tow or the owner/agent of the private property from which the ABV was removed).

A copy of the petition must be served to the Director, although the Director is not a party to such petition.

- ✓ The Director will not issue a title or a junking certificate on the ABV until the petition is finally decided.

Upon filing a petition and posting a bond with the Associate Circuit Court, the owner/ lienholder may have the ABV released.

- ✓ The bond may be in the form of cash, a surety bond, or other adequate security equal to the amount of the charges for towing and storage.

Upon posting of the bond and/or the payment of the applicable fees, the court shall issue an order directing the towing company to release the ABV.

At the time of release, the owner/lienholder must provide a receipt to the towing company listing any claims for loss/damage to the ABV or the personal property within the ABV.

EXHIBITS:

EXHIBIT A

MOTOR VEHICLE BUREAU
RECORD CENTER UNIT
P O BOX 100
JEFFERSON CITY MO 65105-0100



Missouri
DEPARTMENT OF REVENUE

Telephone: (573) 526-3669
E-mail: mvbmail@dor.mo.gov

XXX
X
X
X X XX

November 3, 2009

RE: ABANDONED PROPERTY
1999 TOYT, IDENTIFICATION # XXX - TOW # 3426

Dear Tower:

The Motor Vehicle Bureau (bureau) received a tow report on the above referenced property. By Missouri law, we are required to notify you of the last registered owner(s) and lienholder(s). In checking our records with the information provided, we found no record of this abandoned property.

Our records indicate that Jackson County authorized the tow of this abandoned property. If this is not correct, please record the name of the person who authorized the tow and the date of the tow.

Tow Authorized By: _____
Date of Tow: _____

You must examine the abandoned property, law enforcement inspection report, and tow report for any corrected, omitted, or additional information below:

Year: 1999
Make: TOYT
VIN: XXX

License: _____ State: _____
Inspection/Permit: _____
Other: _____

Name and address of owner listed on tow report:

Name and address of lienholder listed on tow report:

EXHIBIT A (continued)

XXX
NOVEMBER 3, 2009
PAGE 2

Please mark the appropriate box below, sign and date where indicated.

- ☐ I HAVE COMPLETED THE NECESSARY CHECKS, COMPLIED WITH THE INSTRUCTIONS, AND PROVIDED ANY NEW OR CORRECTED INFORMATION.

RETURN THIS SIGNED LETTER WITHIN 15 DAYS TO: Motor Vehicle Bureau, Attn: Abandoned Vehicle Search - Record Center, Post Office Box 2048, Jefferson City, MO 65101-0100, so we may continue our search using the new or corrected information.

- ☐ NO ADDITIONAL INFORMATION WAS FOUND.

If the above checks resulted in no new or corrected information, you may apply for title by submitting the following information to: Motor Vehicle Bureau, Attn: Abandoned Property Desk - Central Branch Section, Post Office Box 2076, Jefferson City, Missouri 65105-0100:

1. Copy of this signed letter;
2. Application for Missouri Title and License (DOR-108) marked original, salvage, or junk;

NOTE: Vehicle Examination Certificate (DOR-551) - only when applying for an original title.

3. Legible copy of the tow report (you will be required to notify any owner or lienholder listed on the tow report); and

NOTE: If no owner or lienholder is shown, you must notify the driver. If no owner, lienholder or driver is listed, you must indicate on the abandoned property affidavit that a good faith effort has been made to locate and notify the owner and lienholder of the vehicle.

4. Abandoned Property Affidavit (DOR-4576) completed, signed, and notarized.

NOTE: If there is no record of an owner, lienholder, or driver or if any of the notification letters were returned to the tow company, the box in section B must be marked showing a good faith effort was made to locate and notify the owner, lienholder, or driver.

NOTE: You may request the necessary forms by mail, or internet.


SIGNATURE: _____ **DATE:** _____
If you require additional information or assistance, please contact the Motor Vehicle Bureau at Post Office Box 100, Jefferson City, Missouri 65105-0100 or by telephone at (573) 526-3669 between the hours of 7:30 a.m. and 5:30 p.m. Monday through Friday.

MOTOR VEHICLE BUREAU

DU1887/MARJORIE


MVB346
200930700301118

EXHIBIT B

 MISSOURI DEPARTMENT OF REVENUE <i>Notice of Lien Application</i>	
Record Lookup	Record Lookup Results <div>Title/NOL Control Number 12345687</div>
Update Institution Information	No Notice of Lien record was found.
User Management	No Title record was found.
Change Password	You must sign and submit this "No record" page along with the Crime Inquiry and Inspection Report/Authorization to Tow(DOR-4569) to the Department of Revenue (DOR) for further research as there may be a record in microfiche.
View History	First, conduct a physical search of the abandoned property to ensure no other evidence of ownership exists and make a good faith effort to check for the prior state of registration and title as noted below. Record any additional information from your search in the designated area of this page, sign it and send to:
Contact DOR	DOR Record Center PO Box 100 Jefferson City MO 65105
Step By Step Instructions	1) Check for any type of license plates, license plate record, temporary permit, inspection sticker, decal or other evidence which may indicate a state of possible registration and title; 2) Check the law enforcement report for a license plate number or registration number; 3) If there is no address of the owner on the impound report, check the law enforcement report to see if an out of state address is indicated on the driver license information.
Logout	Additional Information: Signature: <div>Print Record</div>

· Dealer & Lienholders · Motor Vehicle & Driver Services · Contact ·

EXHIBIT C

 VEHICLE RECORD SHP - 29F 3/98	INCIDENT NUMBER	INCIDENT TYPE	SHP-325 <input type="checkbox"/> YES <input type="checkbox"/> NO SHP-105 <input type="checkbox"/> YES <input type="checkbox"/> NO	INDICATE DATE & TIME TAKEN INTO CUSTODY				PAGE		
					BADGE	MONTH	DAY	YEAR	HOURS	OF
COLOR	YEAR	MAKE	MODEL	NO. ARRESTS						RELATED REPORT NUMBERS
VIN				LOCATION OF VEHICLE					COUNTY CODE	
REGISTRATION				DRIVER NAME & ADDRESS						
REASON FOR VEHICLE REMOVAL <input type="checkbox"/> Accident <input type="checkbox"/> Burned <input type="checkbox"/> Stolen <input type="checkbox"/> Custodial arrest (304.155) <input type="checkbox"/> Unattended on state right-of-way outside urbanized area 48 + hours (304.155) <input type="checkbox"/> Unattended on state right-of-way in urbanized area 10 + hours (304.155) <input type="checkbox"/> Unattended obstructing traffic / causing safety hazard / violating posted signs (304.155) <input type="checkbox"/> Abandoned, owner has outstanding traffic / parking violations (304.155) <input type="checkbox"/> Abandoned on waterway 10+ hours / obstructing normal traffic / floating loose (304.155) <input type="checkbox"/> Abandoned on highway right-of-way / waterway / private property (577.080) <input type="checkbox"/> Abandoned on real property 48 + hours (304.157) <input type="checkbox"/> Abandoned on real property, causing hazard/interference (304.157)				REGISTERED OWNER & ADDRESS (Strike out "Registered" if owner has not registered with DOR.)						
COMPUTER INQUIRIES				RECORDED LIENHOLDER & ADDRESS						
DATE OF INQUIRY										
<input type="checkbox"/> NCIC <input type="checkbox"/> MULES <input type="checkbox"/> OTHER: _____										
IN RUNNING CONDITION (IF STOLEN) EST. VEH. VALUE				DAMAGE / DEFECTS (to body, interior, ignition, engine, etc.)						
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN										
IF STOLEN, FROM WHAT LOCATION?				DATE STOLEN						
NCIC NUMBER				SHP NUMBER		LOCAL REPORT NUMBER				
REPORTING AGENCY				NOTIFIED						
				<input type="checkbox"/> YES <input type="checkbox"/> NO						
BUSINESS REMOVING: NAME, ADDRESS, & PHONE				OFFICER'S PRINTED NAME						
PLACE WHERE VEHICLE WILL BE STORED				OFFICER'S SIGNATURE				BADGE	TROOP	
ITEM #	QUANTITY	DESCRIPTION OF ITEMS IN VEHICLE (Include serial numbers)								
PARTIAL DISPOSITION (The item(s) marked through was relisted on a supplemental record bearing the above page number with a suffix.)										
ITEM(S)	SFX	ITEM(S)	SFX	ITEM(S)	SFX	SIGNATURE OF WITNESS (if needed)				
	A		B		C					
DISPOSITION OF VEHICLE & ITEMS										
SIGNATURE OF PERSON RECEIVING VEHICLE			DATE RECEIVED		SIGNATURE OF RELEASING OFFICER			BADGE		
AGENT'S TITLE, NAME, & ADDRESS (PRINTED BY OFFICER)										
EXPLANATION & DETAILS (Include possible owner identification information if owner is unknown.)										

DISTRIBUTION: WHITE - Property Control Officer CANARY - Troop PINK - Division of Drug and Crime Control GOLD - Extra (towing co.) BLUE - Extra (towing co.)

NOTICE: Submit machine copy of original to DOR on all abandoned property, as defined in Section 304.001, unclaimed within 10 working days.

EXHIBIT D

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none">■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.■ Print your name and address on the reverse so that we can return the card to you.■ Attach this card to the back of the mailpiece, or on the front if space permits.		A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to:		B. Received by (<i>Printed Name</i>)	C. Date of Delivery
		D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
		3. Service Type <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.	
		4. Restricted Delivery? (<i>Extra Fee</i>) <input type="checkbox"/> Yes	
2. Article Number (<i>Transfer from service label</i>)			

PS Form 3811, August 2001 Domestic Return Receipt 102595-02-M-1540

EXHIBIT E

USPS - Track & Confirm

Page 1 of 1



Track & Confirm

Current Status

You entered 7004 1350 0001 1791 7882

Your item was delivered at 3:36 pm on December 13, 2004 in CAPE GIRARDEAU, MO 63701.

[Shipment Details >](#)

Notification Options

[▶ Track & Confirm by email](#) [What is this?](#) [Go >](#)

Track & Confirm

Enter label number:

[Track & Confirm FAQs](#)



POSTAL INSPECTORS
Preserving the Trust

[site map](#) [contact us](#) [government services](#)
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U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided) For delivery information visit our website at www.usps.com	
Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$
Postmark Here	
Sent To Street, Apt. No., or P.O. Box No. City, State, ZIP+4	
PS Form 3800, June 2002 See Instructions	

http://trkenfrm1.smi.usps.com/netdata-cgi/db2www/cbd_243.d2w/output

12/29/2004

EXHIBIT F

MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
PO BOX 2076, JEFFERSON CITY, MO 65105-2076
(573) 751-4509 www.dor.mo.gov/mvdl
VEHICLE EXAMINATION CERTIFICATE

FORM
551
(REV. 4-2009)

ALL BILLS OF SALE FOR PARTS LISTED MUST BE IN APPLICANT'S NAME AND MUST ACCOMPANY THIS FORM WHEN SUBMITTED TO THE MISSOURI DEPARTMENT OF REVENUE FOR TITLE. THIS FORM MUST BE SUBMITTED TO THE CENTRAL OFFICE ONLY.

APPLICANT

1. APPLICANT'S NAME (VEHICLE OWNER)

2. STREET ADDRESS

3. CITY

4. STATE

5. ZIP CODE

6. TELEPHONE NUMBER

7. SALVAGE BUSINESS NO./DEALER NO. (IF APPLICABLE)

8. **MOTOR VEHICLES** — LIST BELOW ANY OF THE FOLLOWING MAJOR COMPONENT PARTS (AND THE CORRESPONDING INFORMATION) THAT WERE REPLACED: COWL, REAR CLIP, FRAME, BODY, CAB, FRONT CLIP, FRONT-END ASSEMBLY, MOTOR, OR TRANSMISSION. **MOTORCYCLES** — LIST BELOW ANY OF THE FOLLOWING MAJOR COMPONENT PARTS (AND THE CORRESPONDING INFORMATION) THAT WERE REPLACED: MOTOR, FRAME, OR TRANSMISSION. YOU MUST PROVIDE A NOTARIZED BILL OF SALE AND A COPY OF THE FRONT AND BACK OF THE CORRESPONDING TITLE FOR EACH PART REPLACED. A COPY OF THE TITLE IS NOT NEEDED FOR A MOTOR OR TRANSMISSION THAT IS REPLACED ON A MOTOR VEHICLE. SEE REVERSE SIDE FOR MORE INFORMATION ON PARTS.

PART REPLACED	YEAR	MAKE	SERIAL NUMBER	TITLE NUMBER	STATE

9. **MOTOR VEHICLES** — LIST ANY OTHER ESSENTIAL COMPONENT PARTS SUCH AS BUMPER, DOORS, FENDER, GRILLE, HOOD, OR TRUNK LID. **MOTORCYCLES** — LIST ANY OTHER ESSENTIAL COMPONENT PARTS SUCH AS DRIVELINE, FENDERS, GAS TANK, FRONT FORK ASSEMBLY, OR SUSPENSION PARTS. ATTACH CORRESPONDING DESCRIPTIVE BILLS OF SALE IN THE APPLICANT'S NAME. TAXES ARE DUE ON PARTS UNLESS PAID AT THE TIME OF PURCHASE.

9A. IF NO PARTS USED, INDICATE REASONS NO PARTS USED:

☐ STOLEN/RECOVERED☐ FLOOD/HAIL DAMAGE ONLY☐ OUT OF STATE VERIFICATION☐ ABANDONED PROPERTY☐ OTHER (EXPLAIN):☐ DOR REJECT LETTER: #

9B. IF NO PARTS USED, DESCRIBE REPAIRS:

IF THE MOTOR VEHICLE QUALIFIES AS A MOTOR CHANGE VEHICLE AS DEFINED ON THE REVERSE, A SEPARATE NOTARIZED AFFIDAVIT SIGNED BY THE APPLICANT MUST BE SUBMITTED IN ADDITION TO THIS FORM EXPLAINING THE MOTOR CHANGE.

10. SIGNATURE OF OWNER OR AUTHORIZED AGENT OF BUSINESS

X**DO NOT WRITE BELOW THIS LINE**

TO BE COMPLETED BY AUTHORIZED PERSONNEL OF THE MISSOURI HIGHWAY PATROL, OR ST. LOUIS CITY/COUNTY AUTO THEFT.

11. COLOR	12. YEAR	13. PUBLIC VIN	YEAR
14. MAKE	15. CYL	16. POLICE VIN	YEAR
17. MODEL	18. HP	19. ENGINE VIN	YEAR
20. BODY STYLE	21. GVWR	22. TRANSMISSION VIN	YEAR
23. MILEAGE	24. FEDERAL LABEL		YEAR

25. CHECK WHICH OF THE FOLLOWING PARTS WERE CHANGED

☐ COWL ☐ REAR CLIP ☐ FRAME ☐ BODY ☐ CAB ☐ FRONT CLIP ☐ FRONT-END ASSEMBLY ☐ MOTOR/ENGINE ☐ TRANSMISSION26. THIS IS A NON-USA STD MOTOR VEHICLE ☐

27. CONDITION OF ABANDONED PROPERTY

☐ NO APPARENT DAMAGE☐ DAMAGED/REPAIRED (EXPLAIN IN BLOCK 28.)☐ DAMAGED/UNREPAIRED — SALVAGE TITLE☐ RECOMMENDED (EXPLAIN IN BLOCK 28.)

28. REMARKS OR ANY DISCREPANCIES NOTED (USE ADDITIONAL SHEET OF PAPER IF NECESSARY).

☐ VERIFIED VEHICLE BEING REBUILT (SEE #9C)29. RECOMMENDED DOR ISSUE: ☐ REPLACEMENT VIN ☐ DR #

30. I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT MY PHYSICAL INSPECTION OF THIS VEHICLE ON _____, 20____, DISCLOSED THE INFORMATION IN ITEMS 11 THRU 28 AND THAT NO PERTINENT SERIAL NUMBERED PARTS OR VEHICLE IDENTIFICATION NUMBERS CAME FROM OR BELONG TO STOLEN VEHICLES.

31. LAW ENFORCEMENT AGENCY

32. FILE NUMBER

33. EXAMINING OFFICER'S SIGNATURE

34. EXAMINING OFFICER'S PHONE NUMBER

35. BADGE NUMBER

EXHIBIT G

[Reset Form](#)[Print Form](#)

MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
PO BOX 2048 JEFFERSON CITY MO 65105-2048
**CRIME INQUIRY AND INSPECTION
REPORT/AUTHORIZATION TO TOW**

READ INSTRUCTIONS ON BACK.

FORM
4569
(REV 9-2009)

REPORT / CASE / INCIDENT NUMBER / TOW NUMBER	
LAW ENFORCEMENT AGENCY	COUNTY

THIS FORM IS TO BE USED ONLY WHEN TOWER HAS BEEN AUTHORIZED BY LAW ENFORCEMENT TO PERFORM TOW.

YEAR	MAKE	MODEL	COLOR	MONTH	DAY	YEAR	TIME
------	------	-------	-------	-------	-----	------	------

VEHICLE IDENTIFICATION NUMBER (VIN)

REGISTRATION				OWNER INFORMATION					
PLATE NUMBER	EXP. YEAR	STATE	ODOMETER READING	DRIVER NAME (LAST, FIRST, MI)					
LOCATION OF VEHICLE BEING TOWED				ADDRESS					
<input type="checkbox"/> NON-FUNCTIONING ESTIMATED MILEAGE SEE INSTRUCTIONS ON BACK				CITY				STATE	ZIP CODE
				REGISTERED OWNER INFORMATION ON RECORD (LAST, FIRST, MI)				<input type="checkbox"/> SAME AS DRIVER	

REASON FOR REMOVAL			
<input type="checkbox"/> ACCIDENT <input type="checkbox"/> STOLEN <input type="checkbox"/> ARRESTED <input type="checkbox"/> ELUDING ARREST (304.155) <input type="checkbox"/> BURNED <input type="checkbox"/> OTHER <input type="checkbox"/> CUSTODIAL ARREST (304.155)			
UNATTENDED (304.155) EXCEPT AS NOTED			
<input type="checkbox"/> ON STATE RIGHT-OF-WAY <u>OUTSIDE URBANIZED</u> AREA 24 HOURS			
<input type="checkbox"/> ON STATE RIGHT-OF-WAY <u>IN URBANIZED</u> AREA 10 HOURS			
<input type="checkbox"/> OBSTRUCTING TRAFFIC/CAUSING SAFETY HAZARD/VIOLATING POSTED SIGNS			
<input type="checkbox"/> ON RIGHT-OF-WAY ON ANY <u>PUBLIC ROADS</u> (577.080)			
ABANDONED (304.155) EXCEPT AS NOTED			
<input type="checkbox"/> OWNER HAS OUTSTANDING TRAFFIC/PARKING VIOLATIONS			
<input type="checkbox"/> ON <u>WATERWAY</u> 10 HOURS/OBSTRUCTING NORMAL TRAFFIC/FLOATING LOOSE			
<input type="checkbox"/> ON REAL PROPERTY 48 HOURS (304.157)			
<input type="checkbox"/> ON REAL PROPERTY CAUSING HAZARDOUS INTERFERENCE (304.157)			
<input type="checkbox"/> ON HIGHWAY RIGHT-OF-WAY/WATERWAY/PRIVATE PROPERTY (577.080)			
<input type="checkbox"/> ON RIGHT-OF-WAY ON ANY <u>PUBLIC ROADS</u> (577.080)			

COMPUTER INQUIRY BY LAW ENFORCEMENT					
<input type="checkbox"/> NCIC	INQUIRY DATE (MM/DD/YY)	NCIC NUMBER	DATE STOLEN	STOLEN FROM WHAT LOCATION	
<input type="checkbox"/> SAME AS DATE OF TOW					
SHIP NUMBER		<input type="checkbox"/> MULES <input type="checkbox"/> REJIS <input type="checkbox"/> ALERT <input type="checkbox"/> OTHER	COMMENTS		

VEHICLE DAMAGE		COMMENTS/INVENTORY																																
<input type="checkbox"/> NO DAMAGE CIRCLE ALL DAMAGED AREAS <input type="checkbox"/> DAMAGED		COMMENTS REGARDING DAMAGE (INTERIOR, IGNITION, ENGINE, ETC.) PLEASE BE EXACT AS POSSIBLE.																																
<table><tr><td rowspan="3">F R O N T</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>1</td><td>15</td><td>18</td><td>17</td><td>8</td><td></td></tr><tr><td>14</td><td>13</td><td>12</td><td>11</td><td>10</td><td>9</td></tr></table> <table><tr><td rowspan="4">R E A R</td><td>18</td><td>UNDERCARRIAGE</td></tr><tr><td>19</td><td>WINDSHIELD</td></tr><tr><td>20</td><td>BURNED</td></tr><tr><td>21</td><td>TOWED UNIT</td></tr><tr><td></td><td>22</td><td>CARGO</td></tr></table>		F R O N T	2	3	4	5	6	7	1	15	18	17	8		14	13	12	11	10	9	R E A R	18	UNDERCARRIAGE	19	WINDSHIELD	20	BURNED	21	TOWED UNIT		22	CARGO		
F R O N T	2		3	4	5	6	7																											
	1		15	18	17	8																												
	14	13	12	11	10	9																												
R E A R	18	UNDERCARRIAGE																																
	19	WINDSHIELD																																
	20	BURNED																																
	21	TOWED UNIT																																
	22	CARGO																																
MISSING PARTS (TIRES, WHEELS, SOUND SYSTEM, BODY/ENGINE PARTS, ETC.)																																		

DESCRIPTION OF ITEMS IN VEHICLE INCLUDE SERIAL NUMBERS IF APPLICABLE (ATTACH SHEET IF NECESSARY)

TOW INFORMATION		SIGNATURES	
TOW COMPANY NAME	STATE TOWER ID NO.	PRINTED NAME OF OFFICER	
ADDRESS	TELEPHONE	SIGNATURE OF OFFICER	BADGE
CITY	STATE	PRINTED NAME OF TOW OPERATOR	
PROPERTY STORAGE LOCATION	TOWER HAS ONLINE ACCESS TO DOR RECORDS	SIGNATURE OF TOW OPERATOR	
<input type="checkbox"/> SAME AS ABOVE	<input type="checkbox"/> YES <input type="checkbox"/> NO	X	

PROPERTY AND/OR ITEMS CLAIMED		
ABANDONED PROPERTY RELEASED FROM STORAGE TO	DATE	BY (NAME OF OFFICER OR TOW OPERATOR)
10 DAY NOTIFICATION DATE FROM TOW COMPANY THAT THE PROPERTY IS UNCLAIMED	DATE	COMMENTS

EXHIBIT H



MOTOR VEHICLE BUREAU
PO BOX 100, JEFFERSON CITY MO 65105-0100
(573) 751-3669 www.dor.mo.gov/mvdl

BOAT/VESSEL OR OUTBOARD MOTOR AFFIDAVIT OF OWNERSHIP AND INSPECTION

FORM

798

(REV. 5-2008)

OFFICE VALIDATION

CONTROL NUMBER

SUBMIT THIS FORM DIRECTLY TO THE MOTOR VEHICLE BUREAU, PO BOX 2076, JEFFERSON CITY, MO 65105-0100. **READ ALL INSTRUCTIONS ON THE BACK OF THIS FORM. ALL APPROPRIATE BLOCKS ON THIS FORM MUST BE COMPLETED OR IT WILL BE REJECTED.**

APPLICANT

PURCHASER/OWNER		PHONE NUMBER () - - - - -		SELLER'S NAME (IF APPLICABLE)		PHONE NUMBER () - - - - -	
ADDRESS				ADDRESS			
CITY		STATE	ZIP CODE	CITY		STATE	ZIP CODE
YEAR	MAKE	HIN/VIN/OBM/VEHICLE IDENTIFICATION NO.		MODEL	PURCHASE PRICE/RETAIL VALUE		DATE PURCHASED/ACQUIRED

ONE OF THE FOLLOWING MUST BE COMPLETED.

- 1) A REPLACEMENT IDENTIFICATION NUMBER IS NEEDED FOR THE FOLLOWING UNIT: ☐ VESSEL ☐ OUTBOARD MOTOR ☐ VESSEL TRAILER (See A on back of form).
THE ORIGINAL IDENTIFICATION NUMBER WAS ☐ LOST ☐ STOLEN OR ☐ DESTROYED/MUTILATED
- 2) A NEW IDENTIFICATION NUMBER IS NEEDED FOR THE FOLLOWING UNIT: ☐ VESSEL - HOMEMADE (MOZ) ☐ VESSEL - MANUFACTURED (MOZA)
☐ OUTBOARD MOTOR - HOMEMADE ☐ OUTBOARD MOTOR - MANUFACTURED ☐ MANUFACTURED VESSEL TRAILER (See B on back of form).
- 3) THIS UNIT HAS NOT BEEN TITLED OR REGISTERED BECAUSE:
☐ THE UNIT WAS OPERATED ON PRIVATE WATERS ONLY.
☐ THE UNIT WAS HOMEMADE.
☐ I HAVE NO TITLE, REGISTRATION, OR BILL OF SALE FOR THIS UNIT. THE CIRCUMSTANCES SURROUNDING MY ACQUISITION OF THIS UNIT ARE LISTED BELOW. IF THE UNIT WAS ABANDONED ON REAL ESTATE OWNED OR PURCHASED BY YOU, INCLUDE THE LOCATION (ADDRESS, CITY, STATE) OF THE UNIT AND THE NUMBER OF ANY DECAL THAT WAS ATTACHED TO THE UNIT.
(ATTACH ADDITIONAL SHEET IF NECESSARY)
- 4) ☐ OTHER (SUCH AS TITLE CORRECTION/VERIFICATION) (See C on back of form).

I CERTIFY THAT THE FACTS STATED HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF OWNER (REQUIRED)

NOTARY INFORMATION - REQUIRED ONLY WHEN OBTAINING A REPLACEMENT IDENTIFICATION NUMBER

AFFIX SEAL IN THIS BOX	SWORN TO AND SUBSCRIBED BEFORE ME THIS	
	DAY OF	
	MY COMMISSION EXPIRES	NOTARY PUBLIC SIGNATURE

INSPECTION VERIFICATION - LAW ENFORCEMENT AGENCY/AGENT (SEE REVERSE SIDE FOR CODES)

CHECK ONLY ONE: ☐ VESSEL/BOAT - HOMEMADE ☐ VESSEL/BOAT - MANUFACTURED ☐ OUTBOARD MOTOR - HOMEMADE ☐ CORRECTED TITLE
☐ OUTBOARD MOTOR - MANUFACTURED ☐ HOMEMADE VESSEL TRAILER (for replacement DRX# only) ☐ MANUFACTURED VESSEL TRAILER

HIN/VIN/OBM (IF NO PUBLIC NUMBER, RECORD CONFIDENTIAL NUMBER)	YEAR	MAKE	MODEL NUMBER	H.P.
---	------	------	--------------	------

HIN/VIN/OBM NEEDED

☐ NO NUMBER NEEDED ☐ ISSUE NEW NUMBER ☐ ISSUE REPLACEMENT NUMBER

COLOR	LENGTH	MATERIAL	TYPE OF PROPULSION	BOAT TYPE	MO. NUMBER	REGISTRATION DECAL NUMBER	DECAL EXP. YR.
-------	--------	----------	--------------------	-----------	------------	---------------------------	----------------

CONDITION OF UNIT ☐ RUNNING CONDITION ☐ MINOR DAMAGE ☐ SALVAGED

REMARKS:

LAW ENFORCEMENT CERTIFICATION (CHECK ONE BLOCK AND SIGN)

☐ I CERTIFY THAT I HAVE PHYSICALLY INSPECTED THE VESSEL/OUTBOARD MOTOR/TRAILER DESCRIBED ABOVE. NCIC AND MULES CHECKS OF PERTINENT SERIAL NUMBERED PARTS OR UNIT IDENTIFICATION NUMBERS CAME BACK AS NOT STOLEN, AND THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

LAW ENFORCEMENT AGENCY	FILE NO.	EXAMINING OFFICER'S SIGNATURE	BADGE NO.	DATE INSPECTED
<input type="checkbox"/> I CERTIFY THAT ON		I DID AFFIX THE REPLACEMENT PLATE, CONTROL NUMBER		ISSUED BY THE
DEPARTMENT OF REVENUE TO THE ABOVE WATERCRAFT, VESSEL TRAILER, AND/OR OUTBOARD MOTOR.				
LAW ENFORCEMENT AGENCY	FILE NO.	EXAMINING OFFICER'S SIGNATURE	BADGE NO.	DATE AFFIXED

MO 860-0302 (5-2008)

DISTRIBUTION: WHITE, CANARY, PINK - DEPARTMENT OF REVENUE; GOLDENROD - INSPECTING LAW ENFORCEMENT AGENCY

If you have any questions call (573) 751-4509 or visit our web site www.dor.mo.gov/mvdl.

MO 860-2695 (9-2009)

EXHIBIT I



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
**APPLICATION FOR VEHICLE/TRAILER IDENTIFICATION
NUMBER PLATE OR VERIFICATION**

FORM
5062
(REV. 02-2009)

CONTROL NO.

SEE INSTRUCTIONS ON REVERSE

INSTRUCTIONS:

- Step 1:** Applicant must complete and sign Section A.
- Step 2:** If a replacement vehicle identification number (VIN) is required, Section B must be notarized by a notary public.
- Step 3:** Submit your motor vehicle/trailer and this form to authorized law enforcement as designated on the reverse side of this form.
- Step 4:** Submit the completed form to the Department of Revenue as noted on the reverse side of this form.

VALIDATION ONLY

Office Use Only — New ID:

SECTION A — APPLICANT

PURPOSE OF INSPECTION: (Check one):		<input type="checkbox"/> TITLE CORRECTION OR VEHICLE VIN VERIFICATION	<input type="checkbox"/> NEW IDENTIFICATION NUMBER PLATE
		<input type="checkbox"/> REPLACEMENT IDENTIFICATION NUMBER PLATE	<input type="checkbox"/> TRAILER WITH A SALVAGE TITLE
UNIT: (Check one):		<input type="checkbox"/> MOTOR VEHICLE	<input type="checkbox"/> MANUFACTURED TRAILER
		<input type="checkbox"/> HOMEMADE TRAILER (16 FEET OR MORE)	
REGISTERED OWNER (LAST, FIRST, MIDDLE)		DEALER NUMBER	COUNTY
STREET, RR, OR P.O. BOX NUMBER		CITY	STATE
			ZIP CODE
			MO

MOTOR VEHICLE/TRAILER

YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	MISSOURI TITLE NUMBER	LICENSE NUMBER
BODY STYLE	MODEL	COLOR	CYLINDERS	H.P.
				MILEAGE

COMPLETE THE INFORMATION BELOW IF APPLYING FOR A REPLACEMENT VIN — APPLICATION MUST ALSO BE NOTARIZED

LOSS OF VIN. PLATE REPORTED TO:	DATE	REASON REQUIRED
		<input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED <input type="checkbox"/> DESTROYED
I certify that the statements above are true and that I am the registered owner of the above described unit(s).		APPLICANT'S SIGNATURE
SIGNATURE		

SECTION C — FOR AUTHORIZED LAW ENFORCEMENT AGENCY USE ONLY — DO NOT WRITE BELOW THIS LINE

I certify that on _____ I physically inspected the above described vehicle/trailer after the applicant provided satisfactory proof of ownership and found the identification number(s) as recorded below.		CYLINDERS	H.P.
YEAR	MAKE	BODY STYLE	MILEAGE
		ENGINE VIN (FOR MODEL YEARS PRIOR TO 1957)	
PUBLIC VIN		<input type="checkbox"/> The VIN plate listed below must be surrendered at the time a new replacement number is issued.	
POLICE VIN			

<input type="checkbox"/> REPLACEMENT VIN REQUIRED	<input type="checkbox"/> NEW VIN REQUIRED — IF A TRAILER: UNIT IS:	<input type="checkbox"/> HOMEMADE MORE THAN 16 FEET	<input type="checkbox"/> MANUFACTURED TRAILER
<input type="checkbox"/> NO NEW/REPLACEMENT VIN REQUIRED	TYPE OF TRAILER	NO OF AXLES	LENGTH
CONDITION OF UNIT: <input type="checkbox"/> WRECKED <input type="checkbox"/> SALVAGED <input type="checkbox"/> RUNNING <input type="checkbox"/> REBUILT <input type="checkbox"/> MOTOR CHANGE <input type="checkbox"/> OTHER			

REMARKS AND DISCREPANCIES NOTED				
LAW ENFORCEMENT AGENCY	FILE NUMBER	EXAMINING OFFICER'S SIGNATURE	TELEPHONE NUMBER	BADGE NO.
			() - - - - -	

TO BE COMPLETED BY AUTHORIZED LAW ENFORCEMENT WHEN A DR NUMBER OR REPLACEMENT VIN PLATE IS AFFIXED.

I certify that on _____ I did affix the new/replacement VIN plate, control number _____ issued by the Department of Revenue to the above vehicle.		
<input type="checkbox"/> The outstanding VIN plate listed above has been surrendered and forwarded to the Missouri State Highway Patrol, Auto Theft Unit.		
LAW ENFORCEMENT AGENCY	LAW ENFORCEMENT OFFICER'S SIGNATURE	BADGE NO.

EXHIBIT J



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
PO BOX 2076, JEFFERSON CITY MO 65105-2076
(573) 751-4509 www.dor.mo.gov/mvdl

ABANDONED PROPERTY REPORT

(For tows from private property **NOT** authorized by law enforcement.)

[Reset Form](#)[Print Form](#)

FORM
4669
(REV. 7-2009)

SECTION A — PRIVATE PROPERTY OWNER, LESSEE, PROPERTY/ SECURITY MANAGER MUST COMPLETE	I AUTHORIZE THE VEHICLE TO BE TOWED BASED ON THE REASON INDICATED BELOW.							
	CHECK A REASON:							
	<input type="checkbox"/> 1. A SIGN NOT LESS THAN 17X 22 INCHES IN SIZE CONTAINING LETTERING NOT LESS THAN ONE INCH IN HEIGHT IS DISPLAYED WITHIN PLAIN VIEW PROHIBITING PUBLIC PARKING. I WILL NOTIFY THE LAW ENFORCEMENT AGENCY WITHIN 1 HOUR OF THE TOW.							
	<input type="checkbox"/> 2. THE ABANDONED PROPERTY WAS LEFT UNATTENDED ON OWNER-OCCUPIED RESIDENTIAL PROPERTY WITH FOUR UNITS OR LESS. I HAVE NOTIFIED THE _____ LAW ENFORCEMENT AGENCY AND TEN HOURS HAVE ELAPSED SINCE THAT NOTIFICATION.							
	<input type="checkbox"/> 3. THE ABANDONED PROPERTY WAS LEFT UNATTENDED ON PRIVATE PROPERTY. I HAVE NOTIFIED THE _____ LAW ENFORCEMENT AGENCY AND NINETY-SIX HOURS HAVE ELAPSED SINCE THAT NOTIFICATION.							
	I CERTIFY THAT THE VEHICLE LISTED BELOW WAS ABANDONED ON PROPERTY OF WHICH I AM THE OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER. I HAVE AUTHORIZED THE TOWING COMPANY LISTED BELOW TO REMOVE THE VEHICLE FROM MY PROPERTY AND WITNESSED THE REMOVAL OF THE VEHICLE. I FURTHER CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THIS IS A LEGAL DECLARATION SUBJECT TO CRIMINAL PENALTIES.							
	SIGNATURE OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER				PRINTED NAME OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER			
	TELEPHONE NUMBER OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER				DATE OF TOW			
	LOCATION OF ABANDONED PROPERTY TO BE TOWED (STREET ADDRESS, CITY, STATE, AND ZIP CODE)							
	NAME AND ADDRESS OF THE ABANDONED PROPERTY & OR DRIVER OWNER, IF KNOWN							
NAME AND ADDRESS OF THE LIENHOLDER OF THE ABANDONED PROPERTY, IF KNOWN								
DESCRIPTION OF DAMAGE TO THE ABANDONED PROPERTY								
SECTION B — TOWING COMPANY MUST COMPLETE	YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER		MILEAGE	LICENSE PLATE NUMBER	STATE
	STORAGE LOCATION OF THE ABANDONED PROPERTY							
	LAW ENFORCEMENT AGENCY NOTIFIED (MUST BE SAME AGENCY IN SECTION A)					DATE NOTIFIED		TIME NOTIFIED
	LAW ENFORCEMENT AGENCY ADDRESS				CITY		LAW ENFORCEMENT AGENCY TELEPHONE NUMBER	
	NAME OF TOWING COMPANY				TOWER HAS ONLINE ACCESS TO DOR RECORDS <input type="checkbox"/> YES <input type="checkbox"/> NO		TOWING COMPANY TELEPHONE NUMBER	
	ADDRESS OF TOWING COMPANY				CITY		STATE	ZIP CODE
	NOTE: THIS REPORT MUST BE GIVEN TO THE LAW ENFORCEMENT AGENCY SHOWN ABOVE WITHIN 2 HOURS OF THE TOW IF REASON 1 IS CHECKED ABOVE OR WITHIN TWENTY-FOUR HOURS FOR ALL OTHER TOWS.							
	SIGNATURE OF TOWING OPERATOR				PRINTED NAME OF TOWING OPERATOR			
	SECTION C — LAW ENFORCEMENT AGENCY MUST COMPLETE	LAW ENFORCEMENT AGENCY				DATE NOTIFIED OF TOW		DATE REPORT FILED
<input type="checkbox"/> NCIC (PROVIDE NUMBER) _____ <input type="checkbox"/> MILES <input type="checkbox"/> REJIS <input type="checkbox"/> ALERT <input type="checkbox"/> OTHER				INQUIRY DATE (MM/DD/YY)				
MSHP NUMBER				REPORT/CASE/INCIDENT/TOW NUMBER				
ABANDONED PROPERTY OWNER'S NAME		ADDRESS		CITY	STATE	ZIP CODE		
LIENHOLDER'S NAME		ADDRESS		CITY	STATE	ZIP CODE		
SIGNATURE OF OFFICER				PRINTED NAME OF OFFICER		BADGE		

EXHIBIT K



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
P O BOX 2076
JEFFERSON CITY MO 65105-2076
ABANDONED PROPERTY AFFIDAVIT

FORM
4576
(REV. 1-2010)

Section 304.156, RSMo, provides that thirty (30) days after a notification form has been mailed to the abandoned property owner and lienholder, if applicable, and the property is unredeemed and no satisfactory arrangement has been made with the lienholder in possession for continued storage, and the owner or lienholder, if applicable, has not requested a hearing as provided, the lienholder in possession may apply to the Director of Revenue for an original title, salvage certificate of title designated with the words "Salvage/Abandoned Property" or junking certificate based on the condition of the abandoned property. **This affidavit must accompany the transaction with Sections A and B completed. See checklist on reverse for other requirements.**

ABANDONED PROPERTY TOWED

YEAR ____	MAKE _____	MODEL _____	VEHICLE/VESSEL/OUTBOARD MOTOR IDENTIFICATION NUMBER _____			
OWNER _____			LIENHOLDER _____			
STREET ADDRESS _____			STREET ADDRESS _____			
CITY _____	STATE _____	ZIP CODE _____	CITY _____	STATE _____	ZIP CODE _____	

On (date) ____ / ____ / ____ , I towed the above mentioned property. I have been in possession of the abandoned property for at least 30 days and the owner of the abandoned property or lienholder have not made arrangements for payment of towing and storage charges. I have not been notified of any application for hearing as provided in Section 304.156, RSMo.

SECTION A

If notice to the owner and lienholder of the abandoned property has been returned "Not Forwardable" or "Addressee Unknown," my signature on this affidavit certifies that a physical search of the abandoned property disclosed no other evidence of ownership and that a good faith effort has been performed to establish the prior state of registration and title. The following was searched, if applicable:

1. The abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence which may indicate a possible registration and title in another state;
2. The law enforcement report for a license plate number or registration number if the abandoned property was towed at the request of a law enforcement agency;
3. The tow ticket/report of the tow truck operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and
4. The law enforcement report to see if an out-of-state address is indicated on the driver license information if there is no address of the owner on the impound report.

TOWING COMPANY NAME _____	SIGNATURE OF TOWER _____	DATE ____/____/____
------------------------------	-----------------------------	------------------------

SECTION B

NOTARY PUBLIC EMBOSSER OR BLACK INK RUBBER STAMP SEAL	STATE _____	COUNTY (OR CITY OF ST. LOUIS) _____
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF _____ YEAR _____	
	NOTARY PUBLIC SIGNATURE _____	MY COMMISSION EXPIRES _____
	NOTARY PUBLIC NAME (TYPED OR PRINTED) _____	

EXHIBIT L



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
**VEHICLE OWNER AND LIENHOLDER
NOTIFICATION**

FORM
4577
(REV. 10-2008)

DATE

OWNER			TITLE HOLDER: YOU MUST ACT TO PROTECT YOUR TITLE LIENHOLDERS: YOU MUST ACT TO PROTECT YOUR LIEN		
STREET ADDRESS					
CITY	STATE	ZIP CODE			
1ST LIENHOLDER			2ND LIENHOLDER		
STREET ADDRESS			STREET ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
ABANDONED PROPERTY TOWED					
YEAR	MAKE	MODEL	VEHICLE/VESSEL/OUTBOARD MOTOR IDENTIFICATION NUMBER		
TOWING COMPANY					
TOWER'S ADDRESS				TELEPHONE NUMBER	
				() - - - - -	
CITY				STATE	ZIP CODE
AGENCY THAT AUTHORIZED THE TOW				DATE TOWED	
				/ /	
REASON FOR TOW					
LOCATION VEHICLE TOWED FROM					
<p>You must make arrangements to pay the towing costs of \$ _____ and storage costs of \$ _____ per day within thirty (30) days or the towing company may obtain a certificate of ownership/title to the abandoned property or sell the property on a bill of sale to a scrap metal operator or licensed salvage dealer for destruction.</p> <p>Section 304.156, RSMo, states the amount of the accrued towing, storage and administrative costs are the responsibility of the owner, and storage and/or administrative costs will continue to accrue as a legal liability of the owner until abandoned property is redeemed. The towing company claims a possessory lien for all such charges.</p> <p>You as the owner or the lienholder may retake possession of the abandoned property at any time during business hours by proving ownership or rights to a secured interest and paying all towing and storage charges.</p> <p>If you as the owner consider the towing or removal was improper or not legally justified, you have the right to request a hearing to contest the propriety of such towing or removal. To contest the towing or removal you must within ten days of receipt of this notice file a petition in the associate court in the county where the abandoned property is stored to determine if the abandoned property was wrongfully taken or withheld. The petition must have the towing company and agency or current lessee authorizing the tow as defendants. The Director of Revenue is not a defendant but must be served with a copy of such petition.</p> <p>Any charges in excess of the value of the abandoned property at the time of such transfer shall remain a liability of the owner.</p> <p>Send payment to the towing company at the address shown above or call the telephone number listed.</p>					
SIGNATURE OF TOWER					
NOTE TO TOWING COMPANY:					
<p>Titling abandoned property — You must issue this notice to all owner(s) and lienholder(s) of record of the abandoned property via certified mail. You must submit a copy of this notification and a copy of the certified mail receipts when applying for a title.</p> <p>Selling abandoned property for destruction to a scrap metal operator or licensed salvage dealer — You must issue this notice to the owner and lienholder of record of the abandoned property via certified mail. If after 30 days the property remains unredeemed, you may sell the property on a Bill of Sale (DOR-1957) to a scrap metal operator or licensed salvage dealer for destruction. You must submit a copy of the Bill of Sale (DOR-1957) to the Missouri Department of Revenue within two weeks of the sale.</p>					
WEB SITE ADDRESS: www.dor.mo.gov/mvdl					

MO 860-2597 (10-2008)

EXHIBIT M



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU

**NOTICE TO OWNER(S) AND/OR LIENHOLDER(S) REGARDING ABANDONED
VEHICLE, ALL TERRAIN VEHICLE (ATV), VESSEL, WATERCRAFT, OUTBOARD
MOTOR AND/OR TRAILER**

FORM
5227
(REV. 04-2010)

INSTRUCTIONS:

At least thirty (30) days prior to making application for title, the owner of the real property on which the abandoned property has been abandoned must send this notice by certified mail to the last registered owner(s) and/or lienholder(s) of record, if applicable, to give them opportunity to protect their interest in the abandoned property. See page two of this form for other required documents.

PROPERTY/LANDOWNER SECTION:

NAME		DATE	
ADDRESS		PHONE NUMBER	
CITY	STATE	ZIP	COUNTY

ABANDONED VEHICLE, ATV, VESSEL, WATERCRAFT, OUTBOARD MOTOR AND/OR TRAILER INFORMATION:

YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER
------	------	-------------------------------

LAST KNOWN OWNER OR LIENHOLDER:

NAME		DATE	
ADDRESS		PHONE NUMBER	
CITY	STATE	ZIP	COUNTY

NOTICE TO LAST KNOWN OWNER OR LIENHOLDER:

The above unit was abandoned on property I own located at _____
STREET ADDRESS
_____ without my consent.
CITY STATE ZIP CODE
Missouri Department of Revenue records show that you are the last owner or lienholder for this unit.
Please be advised that I intend to apply to the Department for a certificate of title for this unit in my
name thirty (30) days after the date of this notice, pursuant to the provisions of Section 301.193,
RSMo. You may protest the issuance of title by filing a petition to recover the abandoned property
in the circuit court of _____ County within thirty (30) days of this
NAME OF COUNTY WHERE UNIT IS ABANDONED
notice. A copy of the petition must be served on the Director of Revenue. If you have any
questions, please contact me at:

LANDOWNER'S PHONE NUMBER(S)		
LANDOWNER'S ADDRESS		
SIGNATURE OF LANDOWNER	PRINTED NAME OF LANDOWNER	DATE

EXHIBIT M (continued)

Landowners that have abandoned property on their real property may apply for title by submitting the following documents:

- ☐ 1. **A title application in the landowner's name:**
 - a. An *Application for Missouri Title and License (DOR-108)* for motor vehicles or trailers; or
 - b. An *Application for Missouri Watercraft or Outboard Motor Title and Registration (DOR-93)* for marinecraft.
- ☐ 2. **The General Affidavit (DOR-768, Line 7) can be used to identify the following abandoned property information:**
 - a. The circumstances by which the abandoned property came into the landowner's possession;
 - b. The landowner's name;
 - c. Location of the abandoned property (street & city);
 - d. Description of the abandoned property (include year, make, vehicle/hull identification number and any decal or license plate that may be affixed to the property);
 - e. Retail/fair market value of the abandoned property;
 - f. Signature of landowner.

- ☐ 3. **The appropriate inspection:**
 - a. **Original title** on a vehicle, ATV or trailer - a DOR-551 completed by Missouri State Highway Patrol or St. Louis Auto Theft.
 - b. **Salvage title** on a vehicle, ATV or trailer - a DOR-551 completed by **any** law enforcement officer.

NOTE: If application for title is not made within six months of the inspection date documented on the DOR-551, the unit must be reinspected.

- c. **Junking Certificate** on a vehicle, ATV or trailer - An *Identification Number Verification and Abandoned Vehicle Inspection (DOR-5062)* completed by any law enforcement officer.
 - d. **Boat, motor, or boat trailer** - A *Watercraft and/or Outboard Motor Affidavit of Ownership and Inspection (DOR-798)* completed by Missouri State Water Patrol.
- ☐ 4. A copy of the signed certified mail receipts (green card), at least 30 days old, indicating the owner/lienholder were sent the notice as required by law. If the certified letter is returned to sender, submit a copy of the envelope stamped "returned to sender" along with a statement from the landowner stating a good faith effort was made to locate a better address for the owner/lienholder.
- ☐ 5. A copy of the 30-day notice sent by certified mail to any owner/lienholder (DOR-5227).

NOTE: If the Department has "No Record" of any owner for the property, the property owner must certify that a search of the property disclosed no other evidence of ownership and that a good faith effort was made to establish whether the abandoned property was titled or licensed in another state. A good faith effort includes checking for license plates, license plate record, temporary permit, inspection sticker decal, or other evidence that indicates possible registration or titling in another state.

- ☐ 6. Appropriate title fee, processing fee, and state and local taxes based on retail/fair market value. If expeditious title handling is requested, submit a \$5 expeditious fee. Junking certificates are exempt from taxes and title fees.

NOTE: Title penalties **do not** apply.